

## Dealer and Agent Services Renewal Check-Off List

**This form is to assist you in ensuring that you have completed all the requirements for your dealer renewal.**

- Verify all information is correct, i.e. name, address, phone number, Federal ID #, sales tax number and email address.
- Verify the license(s) to be renewed.
- Verify the number of plates to be renewed for each license.
- Indicate any secondary or annex locations along with the appropriate fee.
- Be sure to sign the second page of the renewal application.
- Enclose a check and/or money order for the correct renewal fees, made payable to Secretary of State which **can** include the Arbitration/Mediation fees in **one check**. Arbitration/Mediation fees are due on **retail sales of New, Used & Motorcycle only**. Antiques or vehicles over 10,000 lbs. are exempt from arbitration fees but are included in the total number of sales.
- Number of sales are determined by the **total** amount of Notice of Sales from the first day of the month of renewal to the last day of the month prior to your renewal month (example: July 1, 2011 to June 30, 2012 for a July renewal). When counting sales for your renewal, count **all** sales, **including wholesale for the total number of sales for the year**. **Fill in blocks indicating the numeric amount of wholesale and retail sales. Failure to complete will result in the renewal being rejected.**
- **If you primarily engage in the sale of vehicles more than 15 years old, emergency vehicles or industrial, farm equipment or who sells only trucks with a gross vehicle weight of 26, 000 lbs. are exempt from the plate reduction law. If you sell these types of vehicles please state that on your renewal so there will be no lapse in getting your renewal to you or a reduction of plates.**
- Verify that the insurance (R-1348) filing and surety bond are current.
- If a recycler, include the Recycler Zoning Form.

If you are changing any portion of your dealership such as changing the name, adding a location, changing a location, applying for an additional type of license etc., you must contact this office. A renewal is just that, renewing what you currently have. Any changes must be done separately. If you have any questions, please contact us at 624-9000 extension 52143.